

## Job Description

<b>Position</b>	Project Engineer	<b>Grade</b>	C1
<b>Department &amp; Location</b>	DRM & CC Bangladesh Country Office	<b>Date</b>	13/04/2017
<b>Reports to (position):</b>	Project Manager-CDCA		
<b>Purpose:</b> How does this post support Plan International's strategy and mission?	<p>Working in 51 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programmes that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.</p> <p>Plan International Bangladesh is currently implementing its 4th country strategic plan (CSP-IV) developed for five years covering fiscal year 2016 to 2020 towards a longer term vision of a Bangladesh where “Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.”</p> <p>Plan International has also developed a new global strategy – 100 million reasons – which drives our aim to work with vulnerable children and especially girls so that they can learn, lead, decide and thrive.</p> <p>We will contribute towards the vision of the country office and the ambition in the new global strategy by designing and implementing quality programs and projects in major areas following right based approached and advocating for the fulfillment of Child Rights. These major areas are: Right to Health, Right to Quality Education, Right to WASH, Right to Child Protection, DRM &amp; Climate Change Adaptation and Youth Economic and Social Empowerment.</p> <p>Plan International Bangladesh is currently implementing a project titled “Community Driven Climate Adaptation - Making sustainable climate adaptation solutions accessible to the urban poor” in Dhaka. The project aimed at the co-creation and implementation of climate change adaptation solutions in Dhaka’s Rail Line Slum and Match Colony in order to make the community more resilient to the multiple impacts of climate change, particularly flooding and water logging.</p> <p>The Project Engineer will contribute technical skills and will provide technical assistance and input to project team in the innovative phases – design, prototyping and testing phases – of the project, which aims to develop climate change adaption solutions in slum areas of Dhaka. The position holder will be also responsible for checking the quality and accuracy of own and others’ work and works under minimal supervision. He or she will assist in the preparation of documentation of deliverables and author reports when needed and will manage own time in order to meet project deadlines and deliverables, will be able to juggle many different conflicting demands and priorities.</p> <p>He or she will monitor the progress, build quality during the implementation process and will advice on implementation and report to Project Manager on any engineering/structural issues as they arise and maintain liaison with government official such as local govt. urban planning, city corporation and Rajuk.</p>		

### Dimensions of Role:

Budget/Asset management:

NA

Direct and indirect reports:

The position holder will directly report to the Project Manager and will have working relationship the team of other projects being implemented in the same location and with urban team working in BCO.

Communications requirement:

Continuous communication internally with project implementation team at project office, implementing partner and Plan BCO level and externally with Plan DNO and ARUP team.

Risk management:

He/she will take proactive stance in identifying and mitigating child protection and Plan's image related risks in the project initiated by Plan as well as by the partner organizations.

External representation:

He/she maintains liaison with local government body, Dhaka City Corporation, Municipalities, RAJUK and government officials at Dhaka City Corporation and Ward level, and other sector actors those are working in the same area. He/she will act as a key liaison point between the site team and the Arup team, and respond to/refer requests for information (RFIs) as appropriate

Reach/breadth of the post/ or area of responsibilities:

- The position holder reports to the Project Manager-CDCA Project
- Act as a key liaison point between the site team and the Arup team, and respond to/refer requests for information (RFIs) as appropriate.
- Operate in a way that aims to up skill the Plan International project manager so that an Arup resident engineer need not be present for the role out phase.
- Advises the Plan International project manager on any engineering/structural issues as they arise
- Works on a day-to-day basis with Project Manager, Project Officer and Community Facilitator to ensure optimal delivery of project through high quality and timely implementation.
- He/she maintains liaison with Plan BCO, local govt. Dhaka City Corporation, Municipalities, RAJUK, and government officials at Dhaka City Corporation and Ward level.

The position holder maintains functional relationship and coordination with urban team, other programme teams and departments across the organization and ensures policy compliances.

## **Typical Responsibilities - Key End Results of Position:**

**Key Result Area -1: Leads the process of prototype implementation in targeted slums in Dhaka with detailed activities, implementation guideline, inputs in designing and prepare budget for field level solutions.**

Indicators for success:

- Provide technical assist and input to project team in the innovative phases – design, prototyping and testing phases – of the project, which aims to develop climate change adaption solutions in slum areas of Dhaka.
- Able to identify objectives clearly, plan actions and coordinating with and inform others as necessary.
- Manages own time in order to meet project deadlines and deliverables. Ability to juggle many different conflicting demands and priorities.
- Inputs in drawing, specification and cost estimation of solutions based on set criteria (Plan as well as government) of the project; necessary revision is done and approval ensured in collaboration with ARUP team.
- Implementation of Prototype solution is achieved to high quality standard with effective and timely expenditure.
- Assist the project Arup project team with the information for the design and prototyping phases of the project (also give input to feasibility of solutions in the field)
- Construction process guideline and determining materials quality with inspection guideline are finalized and approved;

**Key Result Area -2: Ensures comprehensive and effective monitoring for the high quality of construction works and test the performance of implemented solutions in slum areas in Dhaka.**

Indicators:

- Monitor build quality during the implementation process, and notify the Plan International project manager and Arup team of any shortcomings so that appropriate corrective action can be taken.
- Checking the quality and accuracy of own and others' work and works under minimal supervision
- Assist the Plan International project manager with project management including quality assurance (checklists, testing, method statements etc) and health & safety.
- Periodic reports on the supervision and monitoring the quality of the construction works as per agreed technical drawing and standard in the Bill of Quantities (BOQ);
- Reports on inspection/checking the quality of the construction materials and each component of the construction works as per BOQ
- Approved simple construction monitoring tools and performance monitoring of solutions is in place before implementation.

**Key Result Area – 3: Maintains liaison, relationship and coordination with community, youth, local govt. Dhaka City Corporation, Municipalities, RAJUK, urban planning department, Dhaka City Corporation and other sector actors working in the same area.**

Indicators:

- Act as a key liaison point between the site team and the Arup team, and respond to/refer requests for information (RFIs) as appropriate
- Orientation/training reports to impart knowledge and skill on proper operation and maintenance of solutions in Dhaka slums
- Maintain Collaborative relationship and coordination with community, youth group, local government, Dhaka South City Corporation, Urban Planning, Rajuk, ICCCAD, DWASA.
- Participate in national level seminar/workshop related to urban resilience and climate change adaption solutions
- Maintain functional relationship with community youth group and build their capacity as core group of the target community.

**Key Result Area – 4: Assist for Ensure quality reporting and documentation of deliverables and author reports when needed especially on the progress of implementation, solutions, and performances of implemented solutions in slum areas in Dhaka.**

Indicators:

- Assists in the preparation of documentation of deliverables and author reports when needed.
- Keep a site diary, photographic record of progress, and assist Plan to provide weekly progress reports for the Arup team
- Monthly/quarterly progress report with qualitative and quantitative information on the ongoing construction works of the Project
- Construction completion reports of solutions and final report with qualitative and quantitative information of solutions under the project

**Dealing with Problems:**

- Analyzes and provides quick solutions to constraints related to design and implementation of prototype solutions under the project -- not in an ad hoc basis but in a strategic manner.
- Facilitates negotiations with different stakeholders (Mason/Plumber Groups, CBO, Community leader, local government and youth) in the project areas for the implementation of prototype solutions of arising conflict and solicits resolution through a win-win situation protecting Plan's interests and image.
- He/she needs to convince and negotiate with urban team and the team members of other projects being implemented in same location for integration to achieve the set targets and standards of the project.
- Required to work collaboratively and cooperatively with a wide range of stakeholders.

## Communications and Working Relationships:

### Internal

- Collaborating with other functions-sponsorship, finance, program, grants, operations to ensure that project is integrated and aligned.
- National Office: Interaction and working collaboration with Plan DNO team.

### External

- ARUP-Technical partner
- Partner organizations
- Collaborative relationship and coordination with Dhaka South City Corporation, Urban Planning, Rajuk, ICCCAD, DWASA.

## Knowledge, Skills, and Behaviours Required to Achieve Role's Objectives:

- BSc in Civil Engineering and achieved /working towards a relevant professional qualification.
- A minimum of 3 years' experience in qualified field. You are required to have an understanding of the development sector, and a sectorial or thematic specialism such as: urban planning; resilience; WASH; construction; urban sites; governance; (or similar).
- Excellent technical skills in your specialised area, yet realise the value of generalist skills.
- Strong team working skills, with experience contributing to creative and appropriate solutions in wide-ranging contexts.
- English speaker. Good communication and interpersonal skills, particularly in cross-cultural environments.
- Excellent planning and organisational skills. The ability to prioritise tasks, work under pressure and meet strict deadlines is essential.
- The position is Dhaka, Bangladesh but overseas travel might be required.

## Physical Environment and Demands:

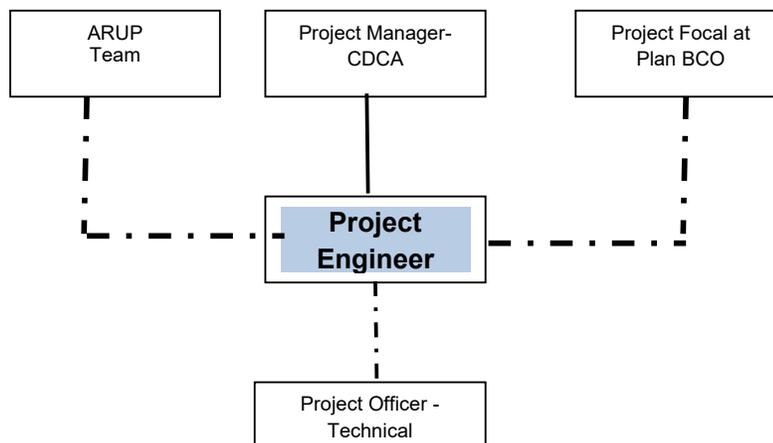
Based at the project office at Jurain with frequent travel requirement in the project areas (about 80-90%) and liaison with local and national level stakeholders.

## Level of Contact with Children:

- **Low contact:** *No contact or very low frequency of interaction*
- **Mid contact:** *Occasional interaction with children*
- **High level:** *Frequent interaction with children* ✓

## Organization chart

Position: Project Engineer



I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of Plan.

POSITION HOLDER

Name

Signature

Date